

**ADDENDUM A  
TO  
COMMENT RESPONSE DOCUMENT**

**October 11, 2012**

Table of Contents. Section 703: Care Services Plan. (I)

Table of Contents. Section 900 Title: CLIENT CARE SERVICES ~~AND CARE~~.

Section 102.B: A procedure for determining the needs of a potential client to ascertain if the provider can adequately meet those needs, and to secure information for use in the development of a client focused care services plan.

Section 104.A: When it has been determined by the Department that services are being provided and the owner has not been issued a license from the Department to provide such care services, the owner shall cease operation immediately and ensure the safety, health, and well-being of its clients.

Section 400.A: The policies and procedures shall address the provision of any special care services offered by the provider including, but not limited to, how the provider shall meet specialized needs of the affected clients such as those with Alzheimer's disease and/or related dementia, in accordance with any laws which pertain to that service offered

Section 501.G: No supervision; and/or care services, ~~and/or services~~ shall be provided to individuals who are not clients of the provider.

Section 504.B.1.c: Be capable of following a care services plan with minimal supervision;

Section 701.A: The record shall contain sufficient documented information to identify the client and the provider and/or person responsible for the client's care services; ensure appropriate care services are ~~is~~ provided as needed; and promote continuity of care services among providers that is consistent with acceptable standards of practice.

701.B.2: Documentation of care services provided. Each visit by a caregiver to a client's residence shall be documented. Documentation of visits shall include what care services were ~~was~~ provided, any significant situation(s) encountered during the visit, the name of the caregiver providing the care services, the caregiver's signature and date of care services provided;

Section 701.B.4.e: Refund policy to include when monies are to be forwarded to client upon termination of care services;

Section 701.B.4.f: Termination of care services provisions to include the conditions under which the client may be refused further care services;

Section 702: A written assessment of the client in accordance with Section 102.B of this regulation shall be conducted by a designated appropriate staff member as evidenced by his or her signature within a time period determined by the provider, but no later than seventy two (72) hours after the initial provision of care services.

Section 703 Title: Care Services Plan. (I)

Section 703.A: The provider shall develop a care services plan with participation by, as evidenced by their signatures, the client, administrator (or designee), and/or the responsible party when appropriate, within seven days of the initial provision of care services. The care services plan shall be reviewed and/or revised as changes in client needs occur.

Section 703.B: The care services plan shall describe:

Section 703.C: The original and the most recent care services plan shall be maintained as part of the client record.

Section 703.D: In the case a provider cannot provide services with its own employees and must contract with others to provide care, services the care services plan shall delineate the responsibilities of the contractor and of the provider in meeting the needs of the client.

Section 704.C: Records generated by organizations and/or individuals contracted by the provider for care services shall be maintained by the in-home care provider.

Section 704.E: Upon termination of care services to a client, the record shall be completed within thirty (30) days, and filed in an inactive or closed file maintained by the licensee.

Section 800.A: Individuals seeking care services shall be identified as appropriate for the level of care services, ~~or assistance~~ offered.

Section 800.B: The provider shall accept and retain only those persons appropriate for care services that may be provided by an in-home care provider in compliance with the standards of this regulation.

Section 800.C: When the provision of care services by the provider does not meet the needs of the client, or if any client becomes in need of medical or nursing supervision, or if the provider does not have the capability to provide necessary care services, the provider shall recommend to the client, or responsible party, to seek care services from a source which can meet those needs.

Section 901.A: Care services shall be rendered effectively and safely in accordance with provider policies and procedures and the caregiver's level of training, and precautions taken for clients with special conditions, for example, pacemakers, wheelchairs, Alzheimer's disease and/or related dementia, etc.

Section 901.B: Care services provided by caregivers is strictly limited to non-medical tasks. Care services may include the following:

Section 901.C: The provision of care services to clients shall be guided by the recognition of and respect for cultural differences to assure reasonable accommodations shall be made for clients with regard to differences, such as, but not limited to, religious practice and dietary preferences.

Section 901.D: In the event of closure of a provider for any reason, the provider shall insure continuity of care services by promptly notifying the client, or the client's responsible party or guardian, and arranging for referral to other providers.

Section 902: The provider shall secure or provide transportation for clients as agreed upon in the care services plan.

Section 1101.B: The disaster plan shall identify the care services ~~and/or care~~ obligations of the provider to be provided to the client during an emergency due to a disaster.

Section 1101.C: The disaster plan will outline the process for notifying clients, responsible parties or family members in the event provider staff cannot provide care services to the client, due to disaster.